

STUDENT PERFORMANCE MANAGEMENT GUIDELINES –Student Version 2017

The Student Performance Management Guidelines have been designed to closely manage students who have exhibited unsatisfactory academic performance, attendance, conduct or who are showing some difficulty in completing their course work.

Students will be required in the first instance to meet with their Course Coordinator if one or more of the following issues are identified:

1. Student demonstrates behavioural changes such as:
 - Emotional distress
 - Anxiety and/or depression
 - Aggressive or inappropriate behaviour
2. Student has poor attendance such as:
 - Misses classes, site visits and or workshops (with or without notification)
 - Regularly arriving late or leaving early (with or without notification)
3. Student demonstrates poor academic performance such as:
 - Failing to submit homework tasks as per the specified deadlines
 - Failure to complete and participate in class activities and tasks as required
 - Scoring less than 65% on an assessment task
 - Receiving a Not Yet Competent result for an assessment task
 - Failing to submit an assessment task on time, without prior notice
 - Inconsistent delivery, or failure to deliver, Major Project briefs as required (Diploma students only)
4. Student demonstrates a disregard for College protocols, including but not limited to:
 - Attendance Guidelines or Participation Guidelines
 - Examination Guidelines
 - Assessment Guidelines
 - Student Feedback Process
 - Computer and Internet Usage Policy
 - Code of Conduct (outlined in the Student Handbook)
 - Any other policy or procedures that are posted on Canvas and shared with students

What is performance management?

Students will have their performance monitored regularly at review meetings and are expected to make significant improvements over time. In some cases a Performance Management Plan may be developed for the student to abide by.

After initial meetings with the Course Coordinator students may be required to attend additional performance management meetings with the Course Manager. Student performance is monitored until the issue improves, is resolved or disciplinary action is taken.

If you are a student listed on the Performance Management Register it means you are in jeopardy of not meeting the requirements of the qualification. This is a serious issue.

The College may offer eligible students special consideration and a Special Consideration Application Form must be submitted with relevant evidence to support the application.

The College reserves the right to take disciplinary action if a student breaches any of the College policies, procedures or protocols. Should this be the case the Learning Experience Manager will escalate the case to the Managing Director for consideration and/or action.

NOTE: The College reserves the right to update and amend policies and procedures at any time.